**Date: XX/XX/XXXX**

**To: Ras Al Khaimah Economic Zone (RAKEZ)**
**Ras Al Khaimah, UAE**

**Subject: Request for Company De-registration**

I, [Full Name], the Owner/Manager of [Company Name], holding licence no. [Licence Number], hereby request the de-registration of the company due to [Reason for De-registration].

Please find enclosed a copy of my passport for your reference.

Sincerely,

**[Full Name]**
Owner/Manager